



USER MANUAL

AndroPay Admin Center—Getting Started

Introduction: The **Customer Administration Center**, or **Admin Center**, is your central site for all things AndroPay. Through the Admin Center, you can upload your payment files to the system as well as download your lockbox files. This is where you will go to manage the access of your staff to the AndroPay site and maintain information about your own account. You can also view reports and information regarding the payments you have received.

Logging In: To access the Customer Administration Center, go to :

<https://admin.andro-pay.com/login.aspx>

Support Team:
1-877-227-1157
support@unipaydirect.com

Home Help Log In

Log In

User Name: Demo

Password: ••••••••

Log In

[Forgot Your Password?](#)

User Name: Your user name is permanent and will be assigned when you are first set-up for access on the AndroPay System.

Password: Your password will originally be assigned by a AndroPay team member or by the Administrator in your municipality. This Password can be changed at any time but must be a minimum of 7 characters including 1 symbol (!,@,\$, etc.)

Forgot your password? Just click the link and follow the screens below!

Forgot Your Password? Not a problem! Just click the link shown above and follow these steps!

Home Help

Forgot Your Password?
Enter your User Name to receive your password.

User Name: Demo

Submit

Step 1. Enter your User Name

Home Help

Identity Confirmation
Answer the following question to receive your password.

User Name: Demo
Question: What state is AndroPay?
Answer: Maine

Submit

Your password has been sent to you.

A new generic password has been sent to the email address listed on file with your User Name. *** We recommend using the Copy and Paste function with this password as they are a computer generated assortment of numbers, letters, and symbols ***

AndroPay Admin Center—Getting Started

Welcome Page: The **Welcome Page** (below) is your Home Page for AndroPay and allows you to access all of the services it provides. These are accessed by using the **four User Functions** found at the upper left hand corner of the Welcome Page.

Support Team:
1-877-227-1157
support@unipaydirect.com

Home Help Logged In As: Demo [Log Out](#)

User Functions:

- [My Account](#)
- [File Management](#)
- [Review Data](#)
- [Bill Presentment](#)

Welcome May 2, 2012

Monitor this section for updates on new features, functionality and scheduled maintenance

Need to change Users? Click her to log out at any time

Home Help

User Functions:

- [My Account](#)
- [File Management](#)
- [Review Data](#)
- [Bill Presentment](#)

Manage your Account

Welcome

[Log In](#)

[Change Password](#)

The Function Menu above is your key to the many capabilities of UniPay Gold.

To access a function, just drag your mouse over the appropriate category. A second drop down menu of the functions available in that category will appear to the right. Holding your mouse over the 'My Account' category, for example, will reveal the two options shown above.

Select the function you need, such as 'Change Password', and the system will take you to the next screen

AndroPay Admin Center—My Account

My Account: The My Account classification contains the Login and Change Password functions. This section is available to all users to manage their own personal accounts.

Login: Use this function to log out of the system and return to the Log In page. (See Page 9 for Login help) By doing this, you can log in as a different user on the same computer.

Change Password: This function opens the Change Your Password screen shown below.

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Home Help Logged In As: Demo Log Out

User Functions: **Change Password**

My Account
File Management
Review Data
Bill Presentment

Change Your Password

Step 1: Password:
Step 2: New Password:
Step 3: Confirm New Password:
Change Password Cancel

Minimum Criteria for Passwords:
At least 7 total characters in length
At least 1 alphanumeric character (!,@,\$)

To create a new password, just follow the steps below:

Step 1: Enter your current password in the **Password** field.

Step 2: Enter a new and different password in the **New Password** field.

Step 3: Confirm the new password by entering it in the **Confirm New Password** field.

You should now see the following prompt:

Change Password Complete
Your password has been changed!
Continue

If you don't, you will receive this message indicating the minimum criteria required:

Change Your Password

Password:
New Password:
Confirm New Password:

Password incorrect or New Password invalid. New Password length minimum: 7. Non-alphanumeric characters required: 1.

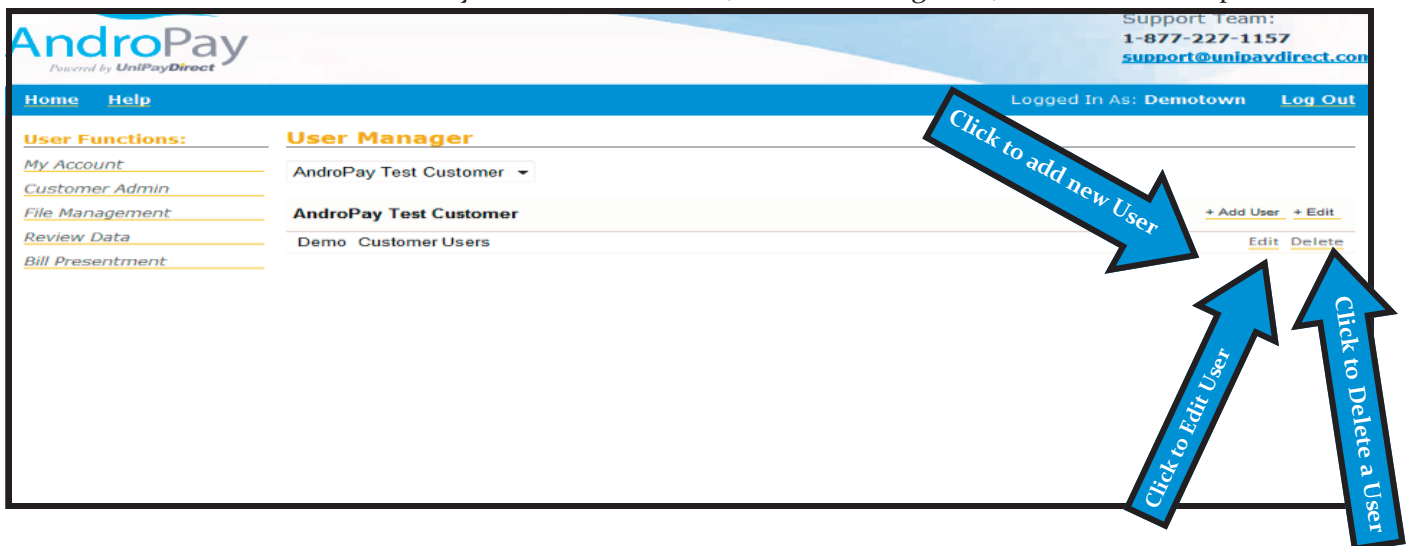
Change Password Cancel

AndroPay Admin Center—Customer Admin

Customer Admin: The Customer Admin classification contains the Manage function. Only the Administrator set up for your municipality will be able to use this function.



Manage: As a Customer Administrator, you will use the 'Manage' function to review and/or edit any of your users. The screen below will show all personnel authorized to use AndroPay and the level of that authorization. It also allows you to add new users, delete existing ones, and/or edit user profiles.



Adding a User: To add a user simply click the Add User link at the top right of the box

The first step to creating a new user is selecting the appropriate 'User Role' for this person.
The User Roles and corresponding abilities are listed below*

A screenshot of the 'Create A New User Account' form. The form is titled 'Create A New User Account' and 'Select User Role'. It has four radio button options: 'Customer Administrators', 'Customer Users', 'Customer Researcher', and 'Customer File Manager'. The 'Customer Users' option is selected. There is a 'Next' button at the bottom right.

Customer Administrator

Has access to the entire site including the ability to add, delete, and edit customers

(There should be only one Customer Administrator.)

Customer User

Has access to entire site excluding the ability to manage customers.

Customer Researcher

Has access to the My account and Review Data tabs (cannot import files or generate lockbox payment files)

Customer File Manager

Has access to the My Account and File Management tabs (cannot view reports or research page)

AndroPay Admin Center—Customer Admin

Adding a User (Continued): Simply enter the required information to complete the New User setup process. Click 'Create User' when you have finished.

Full Name: Enter Users Full Name
User Name: Create an easy to remember name (example shown)
Password: Enter an initial password, this can be changed at any time by user.
E-Mail: This email will receive the generic password if the user has to use the 'Forgot Password' Function.
Security Question and Answer: Select a security question and answer for the user to verify their identity in the 'Forgot Password'

Create A New User Account

Full Name: Michael Jordan

User Name: mj2323

Password:

Confirm Password:

E-mail: none@none.com

Security Question: What am I famous for?

Security Answer: Basketball

Create User

Minimum Password Criteria:
At least 7 total characters
At least 1 Alphanumeric Character (!,@,\$)

Click here to Create New User

Edit User: To edit a user's information, click the 'Edit' button opposite his or her name on the User Manager screen. (Shown on page 12) This will bring you to the 'Edit' screen (below).

UserName Demo

Email support@unipayteam.com

IsLockedOut ☐

Update

Simply change any information necessary and click update to complete.
*If a user has entered the wrong password 3 times, they will be locked out. Uncheck the box and click update to unlock them.

Delete User: To delete a user, simply click the 'Delete' button to the right of his or her name. Then click the 'OK' button to confirm.

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Home Help Logged In As: Demotown Log Out

User Functions:

- My Account
- Customer Admin
- File Management
- Review Data
- Bill Presentment

User Manager

AndroPay Test Customer

AndroPay Test Customer

Demo Customer Users

+ Add User + Edit

Edit Delete

Message from webpage

Do you really want delete this user?

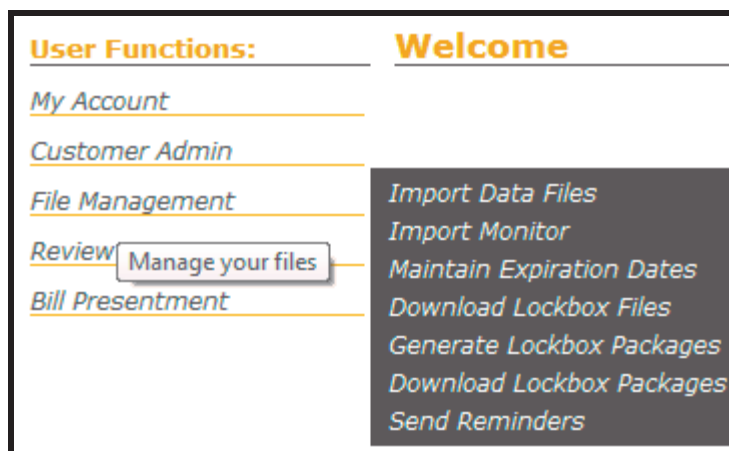
OK Cancel

Click here to Confirm

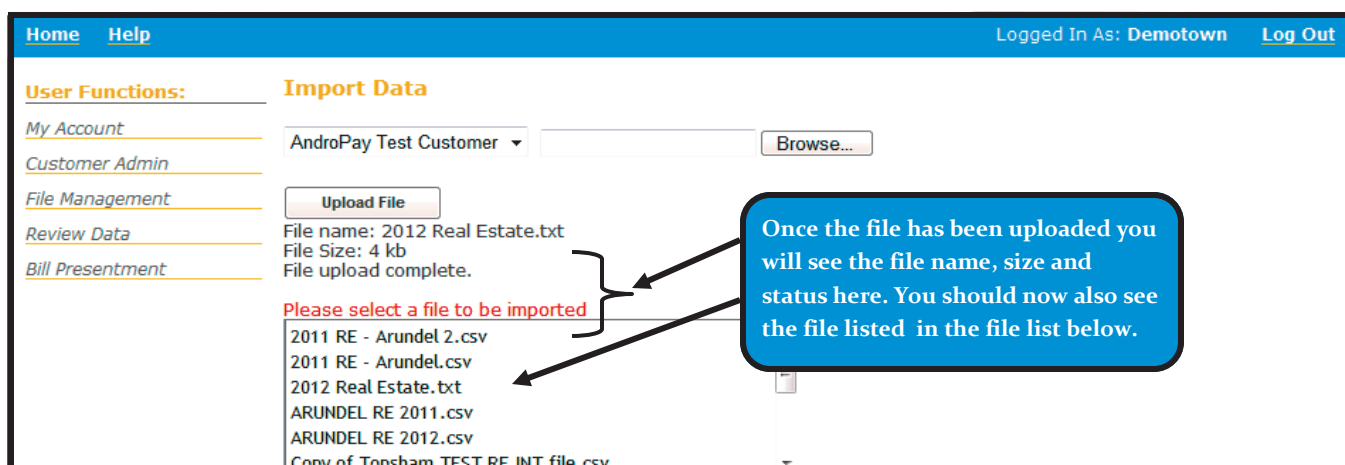
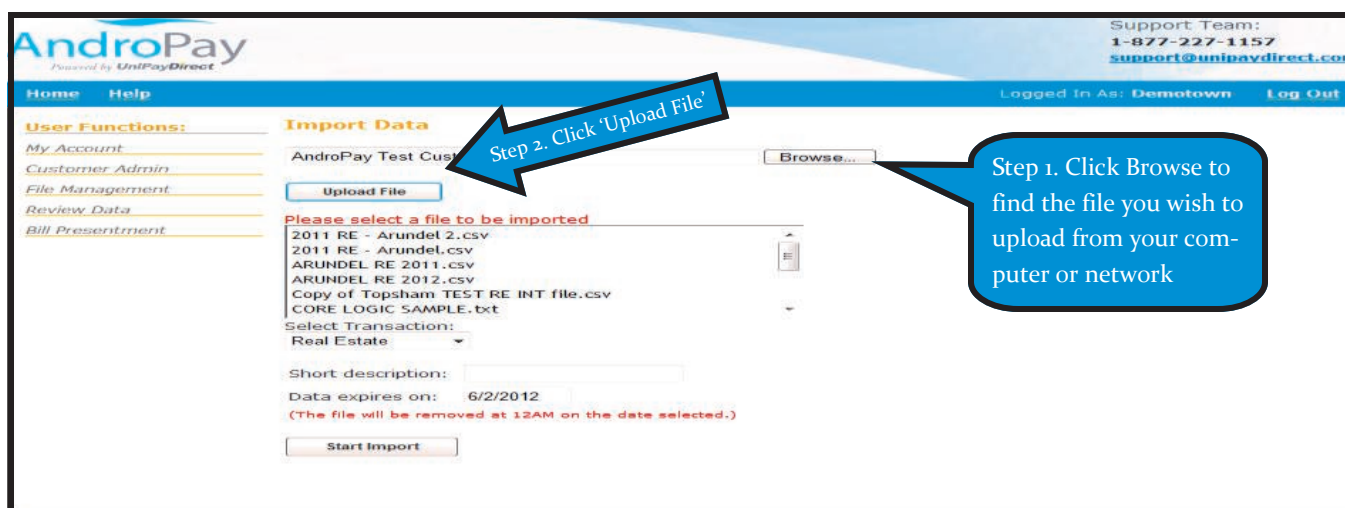
Click to Delete User

AndroPay Admin Center—File Management

File Management: The 'File Management' classification gives you access to 6 functions, all of which correspond with the upload and download of files to and from the AndroPay system. As well as these features, you can monitor and maintain your payment files as well.



Import Data Files: The Import Data Files function is used to upload and import your export files to the AndroPay system. Your customers and residents will look up their bills using the information provided to them in these files.



AndroPay Admin Center—File Management

Import Data Files (continued):

1. Click on the file you wish to import from the list of recently uploaded files.
2. Select the transaction type for the file you are importing, in this case, Real Estate.

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Home Help Logged In As: Demotown Log Out

User Functions:
My Account
Customer Admin
File Management
Review Data
Bill Presentment

Import Data
AndroPay Test Customer [Browse...]
Upload File
File name: 2012 Real Estate.txt
File Size: 4 kb
File upload complete.

Please select a file to be imported

- 2011 RE - Arundel 2.csv
- 2011 RE - Arundel.csv
- 2012 Real Estate.txt
- ARUNDEL RE 2011.csv
- ARUNDEL RE 2012.csv
- Copy of Topsham TEST RE INT file.csv

Select Transaction:
Real Estate
Real Estate
Donations
Creative Dance
Yoga
Zumba Fitness
1 Student
2 Students
Personal Property
Counter (Taxes)
Miscellaneous
Counter

Step 1. Select the File you wish to import

Step 2. Use the drop down to select the correct Transaction type

3. Enter a short description to help differentiate between multiple files. This description will be shown on the 'Maintain Expiration Dates' page. (Page 16).
4. Choose the date you wish the file to expire. The file will be removed and unavailable to residents as of 12 AM on this date.
5. Click 'Start Import' to complete the import process.

Please select a file to be imported

- 2011 RE - Arundel 2.csv
- 2011 RE - Arundel.csv
- 2012 Real Estate.txt
- ARUNDEL RE 2011.csv
- ARUNDEL RE 2012.csv
- Copy of Topsham TEST RE INT file.csv

Select Transaction:
Real Estate

Short description:

Data expires on: 6/2/2012
(The file will be removed at 12 AM on this date)

Start Import

3. Enter a short description to help differentiate between multiple files.

4. You can either type in the date or choose a date from a calendar by clicking the icon next to the date field

5. Click here when Finished

June 2012

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

UniPayDirect, Inc.

AndroPay Admin Center—File Management

Import Monitor: This function allows you to see the files you have imported and their status. You will be taken to the Import Monitor after you import a file to view the status and to be sure it has imported successfully. You can also access this page by dragging your mouse over the file management classification and selecting 'Import Monitor'.

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Home Help Logged In As: Demotown Log Out

User Functions:
[My Account](#)
[Customer Admin](#)
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[Bill Presentment](#)

Import Monitor
AndroPay Test Customer ▾

Transaction	File	Expires	User	Started	Completed	Status	EBP
Real Estate	TRIO TAXES SAMPLE.csv	6/2/2012	Demotown	5/3/2012 12:30 PM	5/3/2012 12:30 PM	Complete	
Real Estate	2012 Real Estate.txt	6/2/2012	Demotown	5/3/2012 12:30 PM	5/3/2012 12:30 PM	Failed:Index was outside the bounds of the array.	
Real Estate	TRIO TAXES.csv	5/23/2012	KGenga	4/23/2012 9:20 AM	4/23/2012 9:20 AM	Complete	
Real Estate							
Real Estate							
Real Estate							
Real Estate							
Real Estate							
Real Estate							
Real Estate							
Real Estate							

After uploading and importing a file to the system, you will be taken here to view the progress of the upload. This page will refresh every 30 seconds. If your file is not listed as 'Complete' immediately, you may need to wait until the next refresh.

This Page also serves as a permanent audit trail for all files uploaded to the system. As you can see, the user who uploaded the file is listed along with the start time, time of completion, status, and expiration date.

Maintain Expiration Dates: This function is used to view the files currently available to your residents, change the date they expire, or remove them altogether.

Home Help Logged In As: Demotown Log Out

User Functions:
[My Account](#)
[Customer Admin](#)
[File Management](#)
[Review Data](#)
[Bill Presentment](#)

Maintain Expiration Dates
AndroPay Test Customer ▾

Transaction	Expires
Real Estate	5/23/2012
Real Estate	6/2/2012

Update Expiration Dates

Want to add a few more days after the due date? Or maybe a few days less? Just change the date here and click 'Update Expiration Dates'

Need to remove a file?
Set the date to today's date or any previous day's date and click 'Update Expiration Dates'

AndroPay Admin Center—File Management

Download Lockbox Files: To download your electronic Lockbox Files, hold your mouse over the 'File Management' button and click on 'Download Lockbox Files'. This will take you to the 'Download Lockbox Files' page. From this page, you can download lockbox files to be electronically posted to your accounting software.

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Home Help

User Functions:

- My Account
- Customer Admin
- File Management
- Review Data
- Bill Presentment

Download Lockbox Files

AndroPay Test Customer

Select Export File and Date Range

Date From: 4/26/2012 To: 5/2/2012

Export Auction 2012 - QP

Generate Lockbox File

Download Date	User	From Date	To Date
3/30/2012 11:33:04 AM	KGENGA	03/23/2012	03/29/2012
3/21/2012 1:33:25 PM	KGENGA	03/21/2012	03/21/2012
3/21/2012 1:02:45 PM	KGENGA	03/21/2012	03/21/2012

As you can see there is a list of previous lock box downloads at the bottom of the screen. This list is specific to the export type you choose and will not be removed for any reason.

***Always be sure to check the Form and To Dates to avoid downloading the same date twice!

Multiple Transaction Lockbox Files: Many accounting software have the ability to process multiple payment types in a single lockbox. In order to accommodate this feature and provide an easier and more efficient method for posting your lockbox files, we are able to setup a single file for most of your transaction types. In order to accomplish this, all payment types must be handled using the same accounting software. In most cases you will have Real Estate, Personal Property, and Excise payments on the same software and in some cases, Water and Sewer as well. If you would like to utilize this feature, please notify UniPay Gold Support at support@unipayteam.com. Our team will set up the export file and you will be able to choose it from the drop down menu just as you would a single export type.

Home Help Logged In As: Demotown Log Out

User Functions:

- My Account
- Customer Admin
- File Management
- Review Data
- Bill Presentment

Download Lockbox Files

AndroPay Test Customer

Select Export File and Date Range

Date From: 4/26/2012 To: 5/2/2012

Export Auction 2012 - QP

Generate Lockbox File

Download Date	User	From Date	To Date
3/30/2012 11:33:04 AM	KGENGA	03/23/2012	03/29/2012
3/21/2012 1:33:25 PM	KGENGA	03/21/2012	03/21/2012
3/21/2012 1:02:45 PM	KGENGA	03/21/2012	03/21/2012

AndroPay Admin Center—File Management

Download Lockbox Files (continued):

To Download your lockbox files, follow these 3 easy steps:

Step 1: Select Date Range. Enter or choose the date range of the payments you wish to review.

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support@unipaydirect.com

Home Help Logged In As: Demotown Log Out

User Functions:
My Account
Customer Admin
File Management
Review Data
Bill Presentment

Download Lockbox Files
AndroPay Test Customer

Select Export File and Date Range
Date From: 4/26/2012 To: 5/2/2012
Export Auction 2012 - QP

Generate Lockbox File

Download Date User From Date To Date

3/30/2012	KGEGA	03/23/2012	03/29/2012
3/21/2012	KGEGA	03/21/2012	03/21/2012
3/21/2012	KGEGA	03/21/2012	03/21/2012

Step 2: Select Export Type. From the dropdown menu, select the export type you want to export.

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Home Help Logged In As: Demotown Log Out

User Functions:
My Account
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File Management
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Bill Presentment

Download Lockbox Files
AndroPay Test Customer

Select Export File and Date Range
Date From: 4/26/2012 To: 5/2/2012
Export Auction 2012 - QP

Generate Lockbox File

Download Date User From Date To Date

3/30/2012 11:33:04 AM	KGEGA	03/23/2012	03/29/2012
3/21/2012 1:33:25 PM	KGEGA	03/21/2012	03/21/2012
3/21/2012 1:02:45 PM	KGEGA	03/21/2012	03/21/2012

Step 3: Generate Lockbox. Click the 'Generate Lockbox File' button and follow the prompts.

Download Lockbox Files

AndroPay Test Customer

Date Range From: 4/26/2012 To: 5/2/2012

Export Auction 2012 - QP

Generate Lockbox File

Download Date User From Date To Date

4/23/2012 9:31:07 AM	KGEGA	04/23/2012	04/23/2012
4/5/2012 4:02:12 PM	KGEGA	04/05/2012	04/05/2012

File name: 5-3-2012-1328.txt

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer.

Find the folder you wish to save the file to and click 'Save'

Save Cancel

AndroPay Admin Center—File Management

Generate Lockbox Package: Besides the ability to download a single file for multiple transactions (page 17), you can also download a single zip file with all of your required lockbox files. This is helpful when downloading multiple files with different layouts or from different accounting software's. To use this feature, drag your mouse over the '**File Management**' classification and select '**Generate Lockbox Package**'. This will bring you to the 'Generate Lockbox Package' screen.

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Home Help Logged In As: Demotown Log Out

User Functions:

- My Account
- Customer Admin
- File Management
- Review Data
- Bill Presentment

Generate Lockbox Packages

AndroPay Test Customer ▼

Select Exports and Date Range

Date From: 4/26/2012 To: 5/2/2012

☐ All

☐ Auction 2012 - QP ☐ Counter

☐ Real Estate ☐ Counter (Taxes)

☐ Personal Property ☐ Miscellaneous

Generate Lockbox Package

The following steps will walk you through the creation of your lockbox package:

Step 1: Select Date Range. Type or select the date range you would like to download.

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Home Help Logged In As: Demotown Log Out

User Functions:

- My Account
- Customer Admin
- File Management
- Review Data
- Bill Presentment

Generate Lockbox Packages

AndroPay Test Customer ▼

Select Exports and Date Range

Date From: 4/26/2012 To: 5/2/2012

☐ All

☐ Auction 2012 - QP ☐ Counter

☐ Real Estate ☐ Counter (Taxes)

☐ Personal Property ☐ Miscellaneous

Generate Lockbox Package

Step 1. You can either type the date or you can click the calendar icon and choose the date needed from the calendar.

AndroPay Admin Center—File Management

Generate Lockbox Package (continued):

Step 2: Select Export Files. Select the files you would like to download. You can also select the 'All' checkbox to automatically select all the exports available.

Home Help Logged In As: Demotown Log Out

User Functions:

- My Account
- Customer Admin
- File Management
- Review Data
- Bill Presentment

Generate Lockbox Packages

AndroPay Test

Select Export

Date From: 4/26/2012 To: 5/2/2012

☐ All

☒ Auction 2012 - QP ☐ Counter

☐ Real Estate ☒ Counter (Taxes)

☒ Personal Property ☐ Miscellaneous

Generate Lockbox Package

Click here to Generate Lockbox Package

Step 3: Generate Lockbox Package. Click 'Generate Lockbox Package'. This will start the process of generating the lockbox package. You will also be taken to the 'Download Lockbox Package' screen.

Download Lockbox Package: The Download Export Packages screen will allow you to view previously generated and downloaded packages, as well as download the package you have just created. To access this feature, drag your mouse over the 'File Management' classification and select 'Download Lockbox Packages'.

To download your package click **Ready for Download** and follow the prompts.

Your file will now be downloaded in a Zip format. You will be able to open this file and see each of the separate files you selected when generating the lockbox package.

Home Help Logged In As: Demotown Log Out

User Functions:

- My Account
- Customer Admin
- File Management
- Review Data
- Bill Presentment

Download Export Packages

AndroPay Test Customer

Prev Next

Requested By	Date/Time Started	Date/Time Completed	Date From	Date To	Status
Demotown	5/3/2012 2:01:11 PM	5/3/2012 1:51:07 PM	4/26/2012	5/2/2012	Ready For Download
Demotown	5/3/2012 1:29:47 PM	5/3/2012 1:19:43 PM	4/26/2012	5/2/2012	Downloaded: 5/3/2012

AndroPay Admin Center—Review Data

Review Data: The 'Review Data' classification gives you access to the View Reports and Research functions. These functions will allow you to view reports on your payments received as well as the full information on individual payments as necessary.

Home Help Logged In As: Demotown Log Out

User Functions: **Welcome** May 3, 2012

My Account

Customer Admin

File Management

Review Data View Reports

Review your information Research

View Reports Selecting the 'View Reports' button above opens the 'Customer Reports' page to allow you to view the 'Transaction Detail', 'Bank Deposit Aggregate', 'Transaction Detail (Charge back only)' and 'Bank Deposit (Daily)' reports. **To view these reports simply follow the steps below.**

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1-877-227-1157
support@unipaydirect.com

Home Help Logged In As: Demotown Log Out

Customer Reports
Exit Customer Reports

Select Customer: AndroPay Test Customer

Selected Report: Select Report

Start Date: End Date: Run

Select the report you wish to view

1 of 1 Page Width Find Next

Support Team:
1-877-227-1157
support@unipaydirect.com

Home Help Logged In As: Demotown Log Out

Customer Reports
Exit Customer Reports

Select Customer: AndroPay Test Customer

Selected Report: Select Report

Start Date: End Date: Run

You can either type the date or you can click the calendar icon and choose the date needed from the calendar

By Clicking 'Run' will create the report on screen for you to view and /or print

Here there are three links which would allow you to 1. Export to a PDF/EXCEL/WORD Doc. 2. Refresh 3. Print Files

1 of 1 Page Width Find Next

AndroPay Admin Center—Review Data

Review Data (continued): The following are examples of the 4 reports available.

Transaction Detail Report:

The Transaction Detail Report is a detailed report of all the payments made in your selected date range. Each payment is shown with post time, confirmation number, tender type and amount paid. Chargebacks will also be marked in the right column and accounted for in the net payment amount.

Transaction Detail
AndroPay Test Customer
From: 2/26/2012 To: 5/3/2012

Post Time	Confirmation	Tender Type	Quick Pay	Chargeback	CC Type	Amount
Feb 28 2012 5:12PM	20120228128	ACH				\$1.00

Transaction Detail
AndroPay Test Customer
From: 2/26/2012 To: 5/3/2012

TESTER	Post Time	Confirmation	Tender Type	Quick Pay	Chargeback	CC Type	Amount
kristy genga	Feb 28 2012 5:12PM	20120228128	ACH		Yes		\$1.00

Gross payments: \$1.00
Total Charge Backs: \$0.00
Net Payments: \$1.00

Bank Deposit Report Aggregate:

The Bank Deposit Report Aggregate provides you with the total of all payments received in your chosen date range. These totals are separated by transaction type and a total amount is provided in the bottom right corner.

Bank Deposit Report Aggregate
AndroPay Test Customer
From: 2/26/2012 To: 5/3/2012

ACH	
Transaction Name	Amount
TEST PAYMENT	\$1.00
Total:	\$1.00

Grand Total: \$1.00

AndroPay Admin Center—Review Data

Review Data (continued):




Transaction Detail Report (Charge back only):

Customer Reports
[Exit Customer Reports](#)

Select Customer: TRIO Selected Report: Transaction Detail (Charge back)

Start Date: 11/27/2011 End Date: 5/3/2012 Run

The Transaction Detail Report (Chargeback Only) is a detailed report of all payments that have been charged back during the date range selected. This report provides the chargeback date, confirmation number, and reason for chargeback

Find | Next   

Transaction Detail (Charge back)

TRIO
From 11/27/2011 To 5/3/2012

CL RE/PP 1st Half Only										
Map and Lot	Name	Account Number	Posting Policy	Post Time	Confirmation	Tender Type	Return Date	Acct Debit Date	CC Type	Amount
002-004	BLANCHE CARLTON W & KATHERINE A	0000000005	I Agree	Dec 22 2011 10:09AM	201112222	ACH	Dec 23, 2011	Dec 26, 2011		\$120.87

Total ChargeBacks: \$120.87

Grand Total ChargeBacks: \$120.87

Bank Reconciliation Report:

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Support Team:
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support@unipaydirect.com




[Home](#) [Help](#) Logged In As: Demotown [Log Out](#)

Customer Reports
[Exit Customer Reports](#)

Select Customer: AndroPay Test Customer Selected Report: Bank Reconciliation Report

The Bank Reconciliation Report provides you with the total of all payments received in your chosen date range. These totals are separated by transaction type and by date. Each day is totaled and a grand total is provided in the bottom right corner.

***This report was designed to assist in reconciling a range of payment with you monthly bank statement.

Find | Next   

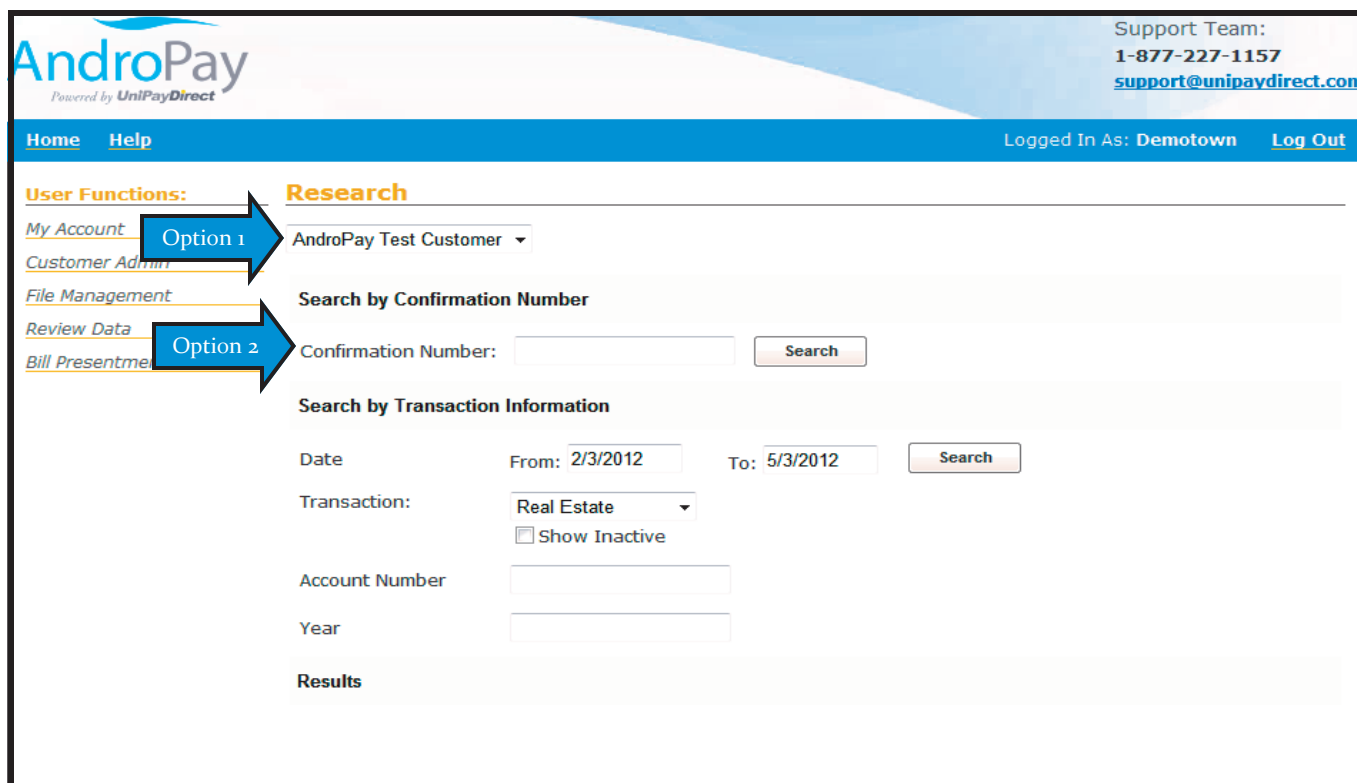
Bank Reconciliation Report

AndroPay Test Customer

Transaction Date	Transaction Name	ACH	Discover	Planet Payment
02/28/2012	TEST PAYMENT	\$1.00	\$0.00	\$0.00
Totals:		\$1.00	\$0.00	\$0.00
Grand Totals:		\$1.00	\$0.00	\$0.00
		Grand Total:		\$1.00

AndroPay Admin Center—Review Data

Research: The Research function is your area to look up individual payments or to search through payments received using different criteria depending on the transaction type. Once you have found the payment(s) you are looking for, you will be able to view a full receipt.



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Home Help Logged In As: Demotown Log Out

User Functions:

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Research

AndroPay Test Customer

Search by Confirmation Number

Confirmation Number: Search

Search by Transaction Information

Date From: 2/3/2012 To: 5/3/2012 Search

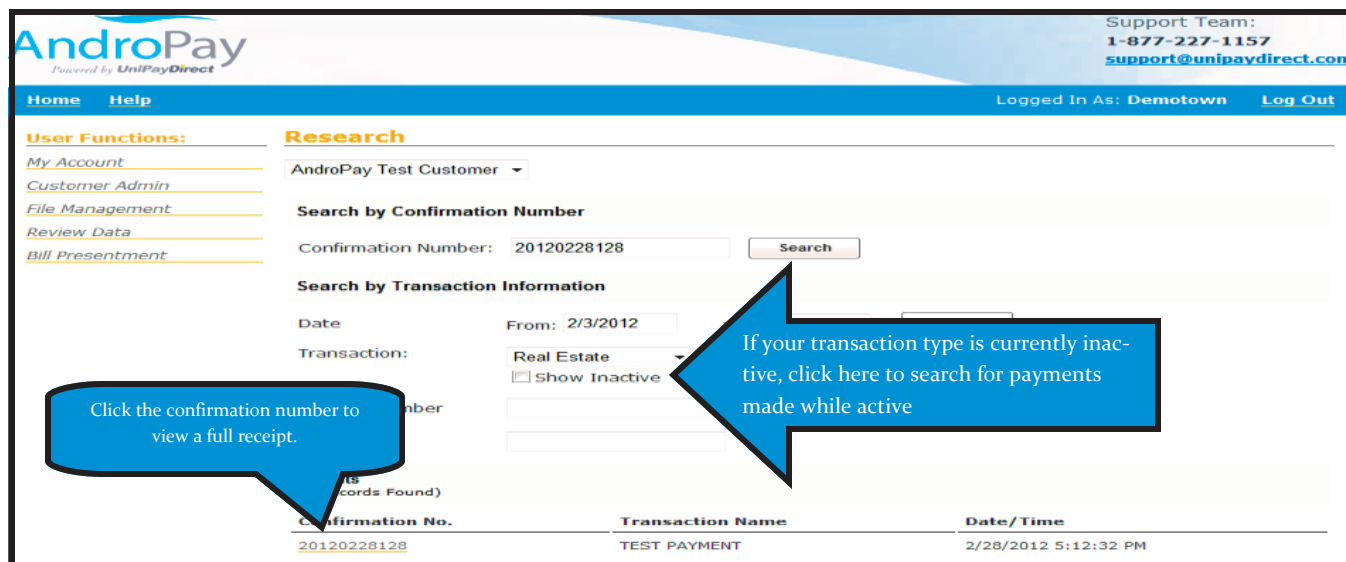
Transaction: Real Estate ☐ Show Inactive

Account Number

Year

Results

You can search by either of the 2 methods shown above; **Confirmation Number** or by **Transaction Information**. If you know the confirmation number, enter it in the field and click 'Search'. If you do not have the specific confirmation number, choose the date range and transaction type you would like to search in. You can also narrow your search by the 'Look Up' information if this is a file based transaction. Once you have found the payment(s) you are searching for, click the confirmation number to view the full receipt.



Support Team:
1-877-227-1157
support@unipaydirect.com

Home Help Logged In As: Demotown Log Out

User Functions:

- My Account
- Customer Admin
- File Management
- Review Data
- Bill Presentment

Research

AndroPay Test Customer

Search by Confirmation Number

Confirmation Number: 20120228128 Search

Search by Transaction Information

Date From: 2/3/2012 To: 5/3/2012 Search

Transaction: Real Estate ☐ Show Inactive

Account Number

Year

Results

Confirmation No.	Transaction Name	Date/Time
20120228128	TEST PAYMENT	2/28/2012 5:12:32 PM

AndroPay Admin Center—Review Data

Research (continued): Once you click on the Confirmation Number shown on the Research page, a screen will open with a full receipt for the payment you selected.

☐ Show imported amount information Print Save Close

Post Date: 2/28/2012 5:12:32 PM **Confirmation Number:** 20120228128

Sch. Date: **Sch. Conf. Number:**

Name: kristy genga **Payment Type:** ACH

Address: 39 church street whitinsville, ma 01588 **Email Address:** kristy.genga@unipaydirect.com

Phone: (877) 340 - 4899

Transaction (click for details)	Quantity	Amount	Fee	Sub Total
TEST PAYMENT	1	\$1.00	\$0.00	\$1.00

By clicking on the transaction type, details of the payment will appear at the bottom of the 'Detail Receipt' screen as shown below.

Top Best Sellers [Chargeback]	1	\$7.55	\$0.00	\$7.55
Chargeback Date	1/20/2012 9:14:00 AM			
ChargeBack Reason	No Account on File			
Book Number	0003			
Book Name	Tale of Two Cities			

After viewing the receipt, the three buttons in the upper right hand corner of the Detailed Receipt screen will enable you to Save the receipt, Print a copy for your records or for a customer, and finally to Close the Detail Receipt Screen.

☐ Show imported amount information Print Save Close

Post Date: 1/13/2012 4:05:27 PM **Confirmation Number:** 201201131497375